Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

**POSITION SUMMARY**

Responsible for providing academic advisement/planning to students with current and accurate information about academic programs and campus policies to empower students to own their educational choices and career path decisions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Experience in student development and/or academic advising. Ability to analyze course prerequisites, certification, curriculum, graduation requirements and evaluate student transcripts or records to promote student learning and/or outcomes. Must be able to keep abreast of current/changes in course curriculum in order to respond to student needs. Must be able to adhere to district policies, guidelines and procedures.

Must have knowledge and understanding of college financial processes and the ability to identify relevant community resources and external support services and connect students as appropriate. Ability to review academic records and test scores for proper course recommendations. Knowledge of academic standards governing student probation, suspension and/or expulsion.

Ability to build and maintain collaborative working relationship with diverse, multicultural stakeholders and constituents within the DCCCD community network and act as an advocate for the student and the district. Ability to work independently and in a team environment.

Must be able to adhere to student confidentially and privacy guidelines. Ability to initiate, establish, and foster a diverse environment by maintaining a positive, cooperative, productive workforce atmosphere in a high demand, fast-paced constantly changing environment. Must have good organization and time management skills. Able to analyze complex situations accurately and adopt an effective course of action.

Must have excellent interpersonal, presentation, oral and written communication skills with the ability to communicate effectively and diplomatically with students, faculty, staff and other stakeholders from diverse backgrounds in one-on-one and in group settings.
PHYSICAL REQUIREMENTS
Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE
Bachelor’s degree plus three (3) years of related work experience. Official transcripts will be required. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday especially during heavy registration peak times including nights and weekends. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES
Responsible for providing educational guidance to students associated with academic advising/planning, articulation, career planning and other related services. Makes referrals to resources supported by DCCCD, other colleges, universities and related organizations in order to keep students engaged in their educational goals, and guide students to completion of the appropriate degree or certificate program. Participates in professional activities, including DCCCD guided pathways trainings and other professional organizations, which encourages continuous professional growth and development as an advisor.

Responsible for providing professional guidance, consultation and expertise related to the DCCCD Guided and Career Pathways program. Maintains constant interaction and follow-up with students including TSI failed students, probation (Level 1 & 2) students, student athletes, etc., and maintains all relevant record keeping and tracking. Adheres to strict student confidentiality guidelines.

Establish and maintains interdepartmental relationships with all student services and instructional programs in order to effectively respond to student’s needs. Collaborates with students to assess academic skills, interpret assessment results, and in course selection based on those results. Refers students for actual testing administered by the campus testing center. Trains faculty, staff, and students on specific rules/regulations and institutional policies related to the assigned area such as TSI, probation/suspension, retention, transfer, athletes, etc.

Responsible for the registration, drop/add, withdrawal and changes of curriculum functions, including data entry into the registration system for each student advised. Provides information regarding the promotion of special programs and opportunities such as learning communities, honors programs, rising star, service learning, etc. Monitors student’s progress toward certificate or degree requirements. Verifies completion of degree requirements for degree conferral.

Communicates and expresses ideas effectively utilizing interpersonal, verbal and written communication skills to support interaction with individuals from diverse backgrounds within the DCCCD community network. Provides excellent customer service.

Completes required DCCCD Professional Development training hours per academic year. Performs other duties as assigned.
The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.